

Able To Allocate And Use Time

Naomi Rose Mariani Silaban

Institut Agama Kristen Negri Tarutung
naomirosemarianinaomi02@gmail.com

Dorlan Naibaho

Institut Agama Kristen Negri Tarutung
dorlannaibaho4@gmail.com

***Abstract.** This article discusses In the midst of an ever-changing business environment, society is under great pressure. Especially in companies with very active business activities, many responsibilities need to be carried out. In a competitive industry, business leaders must do this. Manage your time well so you can survive and progress sustainably. The concept of time management began during the Industrial Revolution and became a modern way of thinking about getting things done. Effective and efficient. Time management is one of the basic skills needed for you to be successful in life. The results of various studies show that time management is beneficial for organizations/companies learning to compete and achieving great success in business.*

***Keywords:** effective, efficient, control function, productivity, results, time management.*

1. INTRODUCTION

In fact, time management is one of the most important leadership skills. It is one of the keys to business success. The organization's internal leadership is very important, especially when it comes to making decisions regarding the company's future.

This depends on the level of management. To ensure the correctness of decisions What you achieve depends on time management. This means making important decisions. Time management is essential when considering the future of your company. Management Decisions are like investments, the goal is to get the most out of your resources. Ownership adds value and generates the highest profits. Time management is the act and process of consciously planning and implementing control. A certain amount of time must be devoted to a particular activity, especially to improve effectiveness, efficiency and productivity. Time management requires a set of skills, tools.

Techniques used for time management to complete tasks and projects Determine the period. Time management is one of the most important topics In modern business, time is considered one of the most important resources for success.

But how can you use your work time productively to get it all done? Completing tasks and saving energy for the next task is an important task for any project manager or individual. Time is a resource of course, but it expires easily and cannot be used again. Next. You need to learn and practice saving time and using it wisely. Be effective and efficient. Effective time management helps you get important things done every day at work. Every person or every manager can make better use of his time. Meetings are needed to carry out tasks, organize work, and plan time (study), to carry out effective mental and physical rehabilitation after heavy work. I am under strong pressure. These are some of the main tasks that can be carried out successfully if time management is implemented well.

2. RESEARCH METHODS

This research uses the reiselarch library. Library research is a library study carried out using relevant and available reading sources, which are related to the topic discussed in the research. Books or journal articles related to the topics discussed are used as reading sources, to understand well the entire management process and its application at both personal and organizational levels. From various reading sources used, the author developed this scientific article, including participating in the response or critical comments conveyed in various parts of the article, especially in the conclusion section.

3. RESULTS AND DISCUSSION

Understanding time management Time management is planning the days and hours of the week so that you can use your time effectively. Perfect when you have time. The origin of the concept or term time management is the Industrial Revolution, when people started to focus on efficient and efficient time management. I can control my time. Since Druckelr (1966) made it popular, the management concept is now widely recognized as having contributed to efficiency.

Time management is the act or process of planning and carrying out conscious monitoring of the time used to carry out specific activities, especially to increase personal efficiency and productivity. Your work is more effective and productive. Time is a valuable resource that cannot be replaced or changed. Therefore, for this reason, it is very important to use your time wisely. Time management requires the action of Organizing, planning, managing and allocating time for each person to use to complete daily tasks.

Defines management as an organizational process that includes:

Strategic planning, planning, goal setting, resource management, talent development, financial assets needed to achieve goals and measure results. Today

Management is always managing business and personal affairs as selectively and efficiently as possible to ensure that everything runs smoothly, as quickly as possible, and with the best possible use of resources (time, energy, money, personnel). The main goal of all these efforts is to save countless hours spent completing tasks and work. In other words, planning, organizing, organizing and budgeting your time is how you can work more efficiently and productively. According to Kusashi, delays in making decisions and taking action to overcome this problem can result in high costs that must be incurred by the business. Therefore, it is important for leaders to avoid mistakes. This delays the use of very valuable time for the company. Proper time management The company will be more productive, more creative, and save a lot of money.

Necessary improvements can be achieved if you avoid working at critical moments of opportunity for success in business. The importance of implementing time management. Time management problems are a common thing that happens to many people. Many people admit that they feel the need but don't really realize it. Please enter. Why is time management such a problem for so many people today? This attracted the attention of researchers. It is especially the economists and psychologists who develop theoretical arguments that explain why management is a difficult time for many people. Another cause is the lack of skills and flexibility in developing and implementing time and management in life, which also includes findings from theory.

Action decisions that often ignore the great results in the future that a person can achieve by practicing proper time management. This means that it takes time to develop and implement it. Management results are not necessarily visible in the initial stages of implementation, but will be visible in the later stages. If used consistently, you will see extraordinary results. If you don't get results in the future Considering the time management created today, people will probably waste your time hoping for results that can be achieved as quickly as possible, but are usually smaller than the results that others obtain in the distant future. In other words, more people prioritize what is urgent but not important than what is important but not important.

Proper time management is very important to overcome the pressures of the modern world of life without too much stress. Time management means nothing. Instead of working hard, focus

on specific tasks and make distinctions. You have to learn how to behave, both in your career and in life in general.

Proper time management will help you feel more relaxed, focused and in control. According to Donaldson (in Adelbisi, 2013), “The goal of good time management is to achieve it.” “Having fun at work means getting work done.”

High quality, but the quality is not too high in terms of quantity. Claelsselns’ discovery of the use of time management techniques is directly related to performance and it gives you a sense of satisfaction and reduces confusion and anxiety. Important points to remember when designing time management. To manage time effectively, everyone needs to have a clear picture of the principles and values of time management. Important in life . The need to invest resources Valuable time spent on truly important things reveals that

The basic challenges of effective time management are: “Melndelsak” and “Pelnting”, “Melndelsak” and “Pelnting”. Just because it is “melndelsak” does not make it an important task. “Important” is related to personal principles. Business priorities that determine what is most important about work. Clarify your personal mission and goals, and plan your time with clear goals. Your heart must also understand clearly what time management means to you. What does this have to do with the way I approach my life? There are three important things here. What aspects of life should you pay attention to regarding good time management? Namely work, family life (including friends), and oneself.

You have to think carefully about the important things that you actually want to achieve – your goals What you want to achieve at work, what you want to achieve with your family Goals that only concern yourself For example in projects, it is very important to implement time management Monitor progress , schedules, and implementing what has been agreed upon by many parties. Time management This is one of the main concerns of the project manager and his team.

The basic concept of time management is to use time efficiently to complete a task. Experts believe that the following points are important for Delsain’s great time management. Prioritize the most important tasks first based on available resources. Second: Make and use a plan. Use the available time as efficiently as possible. Third, continuously monitor for deviations and disturbances that disrupt the planned work flow. Fourth, increase efficiency and reduce pressure on predetermined schedules. Pressure on project stakeholders. Project leaders should ideally prioritize project work tasks. This is based on the resources we have and human energy. Making a

plan This is the key to managing existing resources well. Resources and time Planned schedules enable efficient management. A constructive project time schedule provides a clear indication of when the project will and should begin.

Completion. This is necessary throughout the period from the start of construction to completion. Understand that there will be many pressures that will disrupt your schedule and that of the people involved. Allows you to better understand the capabilities of your entire team. This helps in setting realistic and achievable goals. Prioritize the most important things. One of the seven key habits developed by Coveley (2004). The success of highly effective people is a matter of putting everything first. The cell. In the following further explanation, Mr. Scott, and a brief explanation of Mr. Coveley understands this: The difference between important and difficult. Both, "Pelnting" and "Melndelsak", have a total of 4 Quadrants with their respective propellers. My statement mentions an important cell, Impulse; Quadrant 2 contains things that are important but not urgent. Quadrant 3 contains things that are not important but are pressing. Quadrant IV includes things that are not important and not urgent. This is the 4th development time management concept. Basically, focus on spending time on one of the four conditions.

Urgent things are things that require the entire Dutch's attention. These urges work on a person's cells and he becomes unable to release them. Therefore, it usually takes a lot of time to achieve them. Usually things push Jellas, this thing pushes and demands action. It happens "under your nose". These everyday things are interesting, easy, fun, and immediately visible results. However, these pressing issues may not be that important. On the other hand, you will be able to focus on important things that are still far away.

The results determined are related to the goals to be achieved and even to personal values. He focuses on maintaining and improving relationships to achieve and maintain results. Balance between product and production capacity (P/KP). He is not only happy and satisfied with that result (product) which is very important, but what is more important is the ability to make something become the center of attention.

Hal ini pelnting karelna melndukung misi dan nilai-nilai kita Sasaran prioritas yang belrsifat pribadi dan pelnting bagi Anda Untuk melncapai hal ini, kita harus melmpunyai tujuan di atas selgalanya Apa yang ingin Anda capai, visi Anda, misi Anda, nilai-nilai pribadi Anda. Hal-hal yang belrkaitan delngan kinelrja dan Pelncapaian tujuan telrselbut dianggap pelnting. Harus

bertindak untuk menangkap Kesempatan untuk mewujudkan sesuatu. Jika dia tidak memiliki gambaran yang jelas tentang apa sesuatu yang penting, yaitu hasil yang diinginkan dalam hidup, akan dengan mudah berubah arahnya. Menanggapi hal-hal mendesak yang ada. Jika ini terus berlanjut Faktanya, hal ini penting untuk diabaikan.

Tingkat tinggi yang memungkinkan kami memberikan layanan yang efektif dan produktif kepada pelanggan kami. Selama ini. Organisasi-organisasi tersebut adalah organisasi-organisasi yang dipimpin oleh para pemimpin yang memiliki keterampilan manajemen waktu yang baik dan dapat menerapkan perubahan. Efektivitas dan efisiensi manajemen waktu dan sumber daya yang tersedia. Dalam organisasi Hal ini memperbarui semangat pembelajaran berkelanjutan dan menerapkan strategi baru. Dipertimbangkan melalui penelitian dan pertumbuhan dan pengembangan. Tentang nilai dan sifat waktu. Dia menetapkan tujuan yang bijaksana dan mengukur kesuksesan. Dan kegagalan selalu berhubungan dengan waktu. Hal ini juga menunjukkan pentingnya waktu, tentang dampak positif dan negatif terhadap kinerja organisasi. Waktu terikat pada semua orang. Kegiatan organisasi.

Untuk manajemen waktu yang efektif guna meningkatkan kinerja organisasi, manajer dan karyawan dapat melakukan hal ini. Menentukan operasi yang termasuk dalam kategori operasi dasar/utama dan operasi penting. Dan untuk tugas-tugas bernilai rendah, Anda memutuskan dengan bertanya, "Tugas mana yang memiliki nilai paling besar?" Organisasi; tugas mana yang dianggap penting oleh manajer. Atau jika tidak semua tugas dapat dijalankan. Mana yang perlu diselesaikan. Hal ini mempercepat kemajuan. Pertumbuhan dan perkembangan untuk Langkah Organisasi Menuju Kesuksesan. Di dalam Manajemen waktu menerima bahwa pengendalian berlalu waktu adalah masalah antara waktu dan waktu. Manajemen di satu sisi dan indikator kepuasan kerja, kesejahteraan dan kinerja di sisi lain.

Hal-hal penting dalam manajemen waktu dapat diartikan sebagai berikut. Kombinasi kegiatan estimasi waktu, penetapan tujuan, perencanaan dan pemantauan. Manajemen waktu memprediksi kendali atas waktu, dan setidaknya ini benar. Kurangnya masalah parsial hubungan antara manajemen waktu dan kesejahteraan, seperti Dan kepuasan kerja.

Hubungan antara manajemen waktu dan pengelolaan yang dipertahankan. Beberapa penelitian yang dilakukan telah mengamati waktu, kinerja, dan kesejahteraan.

This is important because it supports our mission and values. Priority goals that are personal and important to you. To achieve this, we must have goals above all else. What do you want to achieve, your vision, your mission, your personal values. Matters related to performance and achievement of these objectives are considered important. Must act to seize the opportunity to make something happen. If he does not have a clear picture of what is important, namely the desired results in life, he will easily change his direction in response to the current events. If this continues. In fact, this is important to ignore.

A high level that allows us to provide an efficient and productive service to our customers forever. These organizations are organizations led by leaders who have good time management skills and can adapt to change. The effectiveness and efficiency of management of available time and resources. In organizations, this involves renewing the spirit of continuous learning and implementing new strategies that are considered through research and development regarding the value and nature of time. He sets wise goals and measures success and failure over time. This also shows the importance of time, regarding positive and negative impacts on organizational performance. Time is involved in everyone's organizational activities.

For effective time management to improve organizational performance, managers and employees can do this: Determine operations that fall into the categories of basic/main operations and important operations. And for low value tasks, you decide by asking, "Which tasks have the most value. Belsar?" Organization; Which tasks are considered important by the manager? Or if not all tasks can be carried out which ones need to be completed. This accelerates the progress of growth and development for the organization's steps towards success. In management, time has come to accept that controlling the passage of time is a mediation between time and management on the one hand and indicators of job satisfaction, welfare and performance on the other hand.

The important things in time management can be defined as the following: A combination of time estimation activities, goal setting, planning and monitoring. Time management reflects control over time, and at least this is true. There is a lack of partial mediation of the relationship between time management and well-being, productivity and job satisfaction. The relationship between time management and maintained control. Some of the research carried out has looked at time, performance and welfare.

4. CONCLUSION

The time counsel for the time when the idel-idel industrial relics are not able to do the Efelctive and Elfisieln Management time, the time is the action and prosel that is to enhance and carry out the awareness of the pelriodel time. Si, and others -other Productivity. In an ever-changing business environment, people face many responsibilities, there is competition in various areas of life, and the need to be able to achieve them arises because of pressures from various directions in an effort to achieve these goals. Manage your time as actively and efficiently as possible with productivity metrics. Tall. Various studies conducted show that there is a significant and positive relationship between both time management practices and performance.

Good time management requires making good decisions about what to do. Only what is important in life, family life and organizational life. Time management Good things should be related to the achievement and realization of important tasks and goals in the life of the family and organization. Proper time management is very important when dealing with various things so that you can cope with the stresses of modern life without experiencing a lot of stress. Time management does not mean that everyone has to do a lot of work, but concentrate on the main task established. Do quality work, not a lot of work. This is very helpful in utilizing your time effectively by paying attention to the difference between what is urgent and what is important. There are many things that are considered pressing, but take time to respond. On the other hand, things that are truly important are often ignored.

We are in a time of crisis and people will continue to struggle with more and more things. This is important and pressing. He should have resolved important issues before they became problems. That means focusing on building relationships and writing personal mission statements. Long-term planning, training, maintenance, prevention, preparation.

BIBLIOGRAPHY

- Adelbisi, JF (2013). Praktik manajelmeln waktu dan dampaknya telrhadao kinelrja. Kanada Ilmu Sosial, 9(1). Pusat Pelnellitian dan Pelngelmbangan Ilmu Pelngeltahuan dan Kelbudayaan Kanada; Montrelal kanada
- Atkinson, F. (2009). Manajelmeln waktu yang suksels: Maksimalkan hari Anda. Inggris: Bisnis melrah.

- Claessens dkk. (2007). Tinjauan literatur tentang manajemen waktu. *Tinjauan Sumber Daya Manusia*, 36(2), 255- 275.
- Covey, S.R. (2004). *7 Kebiasaan Orang yang Sangat Efektif*. New York: *Kebiasaan Berhasil*.
- Fisher, C. (2001). Baca makalah ini nanti: Penundaan melalui preferensi yang konsisten dengan waktu. *Majalah untuk Perilaku dan Organisasi Ekonomi*, 46(3), 249–269.
- Helfer, A. & Saham, A. (2010). Pelatihan untuk manajer dan kesadaran manajemen waktu di tempat kerja. *Dari Jurnal Psikologi*, 144(5), 429–447.
- Kasturi, SR & Gransberg, D. D.(2002). Manajemen waktu – perspektif pembangunan berkelanjutan. *Kumpulan Insinyur Biaya Amerika*, 44(9), 16-23.
- Raja dll. (2007). Masalah manajemen waktu dan berkurangnya utilitas. *Jurnal psikologi*, 141(3), 321-334.
- Mitch. (2011). Apa itu manajemen? <http://www.managemint.com/guidel/whatismanagemint.com>
- Scott, W. (2002). Manajemen waktu yang efektif. <http://www.tonyrobbins.com/products/hours>
- Singh, D. & Jain, SC (2013). Proses kerja manajemen waktu pada modul SAP HR. *Jurnal Internasional Penelitian dan Tinjauan Manajemen, Masyarakat Ilmiah kel-3 Penelitian dan Pendidikan (SSREL), Melurut, India*.
- Susan, W. (2012). Sistem manajemen waktu yang benar-benar berfungsi <http://www.sbinfocanada.about.com/cs/timemanagemint>.